

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Overleaf is the required application form for requesting permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

As parents, you have a legal responsibility to ensure your child attends school regularly. Holidays should only be taken during the school holiday period. As a rule, no requests for holidays will be granted.

Please note that the school policy, in accordance with guidance from the Department for Education is that leave of absence requests may only be granted in exceptional circumstances.

The Headteacher will not, under any circumstances, authorise leave of absence of more than 10 days in one academic year.

Leave of absence requests must be made **12 days prior** to when the intended leave is due to commence. This must be in writing using the form overleaf. Permission will only be granted in exceptional circumstances. The school may request further evidence to support any leave of absence application. Please note the school year is from 31st August to the end of July.

- **Penalty notice referrals will be made if the absence is unauthorised and there are 5 consecutive days (10 sessions) of term time leave.**
- **Penalty Notice fines will be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.**
- **First offence - The first time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be: £160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.**
- **Second offence (within 3 years) - The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days.**
- **Third Offence or any further offences (within 3 years) - The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines are per parent, per child. Cases found guilty in Magistrates' Court may be shown on the parent's future DBS certificate.**

Payment of Penalty Notices:

It is important to note that these fines are paid directly to the council and not school.

- Failure to pay the fines may result in court action.
- The fine must be paid in full, there are no payment plans (paying in instalments),
- There is no process to appeal a fine it must be paid.

We appreciate that holidays are expensive out of term time but please note this guidance is national guidance and school has a legal responsibility to follow it.

Below is a summary of the exceptional circumstance criteria which school uses when considering absence requests. This is not an exhaustive list but a guide. If you still wish to submit an application please fill out the form over the page.

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| <ul style="list-style-type: none"> • Death or serious illness of a close family member • Attending a funeral or memorial service (for the service and travel time only) • Wedding of a parent or close family member (for service, celebration and travel time only) • Serious short-term illness OF PRIMARY CARE GIVER (including worsening of an ongoing condition or mental health) where alternative arrangements for getting to school have been exhausted including discussions with school. • Medical or dental appointments which cannot be rearranged for before/after school or in a holiday period. • Absence recommended by a health professional as part of treatment, rehabilitation, or recovery for the pupil. • Religious observance on a day set apart exclusively for it and reasonable travel time (for the event and travel time only). • A housing crisis which prevents a child from attending school | <ul style="list-style-type: none"> • Respite care for a child who is looked after by the Local Authority • An interview for another school • A child taking part in a performing arts/sporting event where the child is <i>participating</i> at county, national, or international level and <i>cannot reasonably attend outside term time</i>. • For service children: preparing for or returning from operational tours, or when shift patterns only allow leave during term time • Where parental work requirements genuinely cannot be scheduled outside school holidays — for example, essential work commitments with evidence from an employer. • Acute family emergencies which cannot be planned for. • Other exceptional circumstance which are not listed – details must be provided as to why it is exceptional and how it meets the considerations; <ul style="list-style-type: none"> ○ Is the reason rare and unavoidable? ○ Could this event only happen in term time? ○ Has supporting evidence been provided? ○ Does the child have good attendance and are they keeping up with their learning? |
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APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please complete all sections below. Please ensure all parents/carers details are included. Consent for term time leave of absence will only be considered with a full description of special circumstances. The school may request further evidence to support any leave of absence application. The school requests that parents use the allocated school holiday period for holidays.

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|-----------------------------|--|--------------|--|------------|--|
| Pupil's name | | Class | | Year group | |
| Parent/carers email address | | Home address | | | |
| Telephone number | | | | | |

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|---|--|---------------------------|--|
| I wish to apply for my child to be absent from school during the following dates: | | | |
| First day of absence: | | Date of return to school: | |
| Total number of school days missed: | | | |

Please explain why you require a leave of absence during term time? Please consider which of the Exceptional Circumstance criteria it meets. Please see website for the criteria.

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By completing this form, I acknowledge that I have made an application for my child, named above, to have authorised leave of absence from school for the reasons stated. I confirm that the reasons given are valid and legitimate. I understand that if this is not agreed then any absence will be treated as unauthorised. Unauthorised absences could lead to a formal referral to Nottinghamshire County Council in respect of lack of attendance at school. Please be aware that this could result in the Local Authority taking legal action against you.

| | |
|-----------------------|--|
| Parent/Carers name | |
| Relationship to child | |
| Signed | |
| Date | |

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 12 DAYS NOTICE

For school use only

| | | | |
|----------------------------------|--|----------------|--|
| Child's current attendance - YTD | | | |
| Authorised | | Number of days | |
| Unauthorised | | Number of days | |
| Headteacher Signature | | Date | |